

A12
4/24/96

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To: Distribution **Date:** 4/24/96
From: Todd Lewis
Subject: ACS - PGSC Preconstruction Meeting

The preconstruction meeting for the PGCS will be held on 4/25/96 at 11:00 AM CST in the Montgomery Watson (MW) site trailer. The proposed agenda is as follows;

- 10:45- 11:00 Sign in
- 11:00- 11:10 Introduction of personnel and review of responsibilities.
- 11:10- 11:30 Project overview and major tasks to be completed.
- 11:30- 11:45 Review methods for documentation and record keeping.
- 11:45- 12:00 Discuss construction quality assurance plans and issues.
- 12:00- 12:30 Review & discuss the preconstruction check list in the 50% design submittal, section 6.4.3.
- 12:30- 1:00 Site walk-around noting the location of the significant features of the project.
- 1:00 End of meeting, meeting minutes to be forwarded to all parties.

